

**EDIC EMPLOYMENT OPPORTUNITY****PLEASE POST!!****TITLE: ALLSTON/BRIGHTON RESOURCE CENTER MANAGER****JOB VACANCY POSTING NO.****13-05****POSTING DATE:****6/10/05 REV: 10/21/05****EMPLOYMENT STATUS: EDIC Employee****EXTERNAL DATE:****6/24/05****DEPT/DIVISION: ALLSTON/BRIGHTON RESOURCE CENTER****FILLED BY:****DATE:****NAME:**

**SUMMARY:** Under direction of the Chief of Staff for Jobs and Community Services (JCS), responsible for developing, implementing and maintaining a referral network to match qualified residents with job opportunities for local employers. Maintains a close working relationship with Boston's One- Stop Career Center system. Provide for job seeker intake, assessment and referral to appropriate training and/or employment opportunities. Process and track career counseling, evaluation, placement and guidance services. Refer residents to training programs, classes, and/or employment opportunities. Develop and maintain employer contacts/relationships; assist local employers with their labor force needs. Market programs to the community.

Design and develop outreach programs aimed at potential employers. Develop and maintain contacts with employers to enhance employment opportunities for residents. Market recruitment and placement programs to employers.

Establish and maintain close working relationships with all community based recruitment sources and with employment and training programs.

Monitor a job opening referral network that includes public, private, and community based posting of job openings and provides feedback on the appropriateness of referrals and the success of referred candidates. Collaborate with the Boston One-Stop Career Centers, Boston training organizations, and other job outlets to connect residents to career opportunities. Identify placement opportunities through contact with public agencies, with private, commercial, industrial, and service industry organizations and developers.

Establish, review and conduct all methods and procedures for intake, screening, referral, data collection and reporting.

Interview and screen clients. Assess client skills and perform job matching to appropriate employment and/or training opportunities. Ensure that clients are counseled, referred to appropriate agencies for training, employment support services or receive placement into appropriate jobs/positions. Develop systems to monitor intake and placement in order to measure success of program.

Prepare and produce reports on applicant referrals and placements on a monthly, quarterly, or as needed basis.

Ensure strong, consistent follow-up with employees and employers.

Ensure files are complete and maintained.

Interview, select, orient and train assigned staff. Evaluate work performance and recommend appropriate personnel actions. Handle daily questions, resolve problems and adjust work schedules based on priorities.

Perform other related duties as required.

**QUALIFICATIONS:** Work requires a Bachelor's Degree in Education, Social Services, Public Administration, related field or equivalent; and demonstrated computer literacy/skills, including experience with Windows, spreadsheets (Excel) and database programs. Must have familiarity with the internet and its usage. Five years related work experience is required, including two years in job placement, employment, training or a related area. Knowledge of interviewing techniques is highly desirable. Excellent interpersonal skills are required. Familiarity with labor exchange, human resource programs and various social service agencies is preferred.

**GRADE: 20****HIRING RANGE: \$52, 298.58 - \$62, 890.19**

To apply: Submit resume/cover letter to: Human Resources, BRA, 43 Hawkins Street, Boston, MA 02114

E-Mail: [hr.bra@ci.boston.ma.us](mailto:hr.bra@ci.boston.ma.us) Fax: 617-918-5458

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**Auxiliary aids and services are available upon request to individuals with disabilities.**

**BOSTON RESIDENCY REQUIRED ON DATE OF HIRE.**